

MINUTES

Assessment Work Group Meeting #2 September 16, 2010 1:00-3:00 pm Office of Community Provider Network of RI

Attendees:

Agencies/Organizations:

Sue	Babin	RIDD Council	x
Jean	DeSimone	Cove Center	
Sheila	DiVincenzo	Cranston Arc	x
Mitchell	Dondey	Trudeau Center	x
Anne	Doran	PAL	x
Kathy	Ellis	Avatar	x
Pat	Fiske	Cove Center	
Lynne	Hadaway	Project Friends	
Janet	Iovino	Sherlock Center	x
Tom	Kane	Cranston Arc	x
Chris	Kavanaugh	Re-Focus	
Donna	Martin	CPNRI	x
Kristen	Medeiros	Looking Upwards	x
Julie	Nernier	Re-Focus	x
Judy	Niedbala	Perspectives	x
Cathy	Procaccini	Fogerty Center	
Cheryl	Ring	Olean Center	
Claire	Rosenbaum	Sherlock Center	x
Jane	Sruka	Parent	
Linda	Ward	Opportunities Unlimited	x

State Staff:

Cynthia	Brown	BHDDH	x
Linda	Giguere	BHDDH	x
Tom	Martin	BHDDH	
Charles	Williams	BHDDH	x
John	Young	Eleanor Slater Hospital	

Consultants:

John	Agosta	HSRI	x
Peter	Burns	Burns & Associates	x
Peter	Engquist	Burns & Associates	x
Jon	Fortune	HSRI	x
Mark	Podrazik	Burns & Associates	x

Topics Covered:

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| 1. Introductions and Approach to Session | Charles Williams |
| 2. Discuss Options Surrounding Implementation of the SIS | Charles Williams,
Gretchen Engquist |

Comments/Feedback:

1. Consensus on Question #1: Who performs the SIS?
 - a. Be realistic on the level of effort required to complete the SISs
 - b. Whoever performs this function should plan on 20 or more assessors
 - c. May want to consider an initial screening before extensive training of individuals to become assessors
 - d. Should consider expanding the pool of potential assessors beyond who was tapped for the pilot
 - e. Does not have to be a state function
 - f. May differ in startup phase versus ongoing phase
 - g. Compensation may be a factor
 - h. Don't combine with a support coordination function
 - i. Work group favors independence between those assessing and those assigning funds
 - j. Straw poll on short term option:
 - i. Use a trained outside entity
 - ii. Use existing Social Service staff with supplemental training provided
 - iii. Some combination of (i) and (ii)
 - k. Straw poll for ongoing option:
 - i. Outside entity that works with the short term organization (e.g. UAP)
 - ii. Same group as outside entity in short term option, just less of them
 - iii. Existing Social Service staff
2. Consensus on Question #1a: Who can/should be respondents to SIS?
 - a. Go through agencies to help coordinate and assist individual in choosing who participates with them
 - b. Allow for multiple session assessment
 - c. Direct care worker should participate in most cases
 - d. All this may differ for new entrants into the system
 - e. No routine compensation for any respondents
3. Consensus on Question #2: What training, testing and certification should be required for assessors?
 - a. AAIDD is the baseline
 - b. Additional training for Master Trainers is preferred
 - c. Ensure consistency among trainers
 - d. Shadowing a seasoned assessor may be part of training
 - e. More practice time needed as part of training, including going through an entire SIS all the way through
 - f. Educating others about the SIS should be a component of new training process
 - g. Master trainer should observe a new assessor as part of a verification process

- h. Encourage trainers to share experiences as part of a formal process
- i. Consider annual recertification and/or retraining
- j. A training package should be developed for families and individuals (multi-media)
- k. A training package should be developed for agencies
- 4. Question #3: What supplemental questions should be included? *Deferred in meeting*
- 5. Consensus on Question #4: How frequently should the SIS be conducted?
 - a. Every three years unless a life changing event occurs prior to this time. Need mechanism for emergencies and temporary needs.
- 6. Consensus on Question #5: What events trigger the need for a new assessment?
 - a. Agreement on those items listed in the meeting handout, but need to define a “substantial change”
- 7. Consensus on Question #6: How much will SIS assessments cost?
 - a. BHDDH will research options and report back to the group based on straw poll options
 - b. Monies to pay for assessments should not replace existing program funds

Action Items:

- 1. BHDDH to compile estimates for completing initial wave of SISs.
- 2. Agencies are encouraged to bring to next meeting their ISP planning protocols.
- 3. Work group to think about who can/cannot be an assessor.
- 4. G. Engquist to bring Louisiana’s case management tools to next meeting.

Index Card Questions/Comments/Suggestions:

- 1. Social Services staff are not independent.